



UNITED STATES DISTRICT COURT
Western District of Kentucky
Announcement Number: FY11-08

POSITION: Chief United States Probation Officer
LOCATION: Louisville, Kentucky
SALARY RANGE: JSP 14 (\$96,690) - JSP 17 (\$165,300)
OPENING DATE: September 1, 2011
CLOSING DATE: September 29, 2011, by 4:30 p.m.

POSITION OVERVIEW:

The United States District Court for the Western District of Kentucky is seeking a Chief U. S. Probation Officer. The Chief Probation Officer is a Court Unit Executive who reports directly to the Chief Judge. This position is headquartered in Louisville and currently supervises a staff of 31 probation officers and 14 administrative staff, with divisional offices in Bowling Green, Hopkinsville, Owensboro and Paducah, Kentucky.

The Chief U. S. Probation Officer is responsible for the administration and management of the Federal Probation and Parole Services for the Western District of Kentucky, serving 53 counties with 5 District Judges and 4 full-time Magistrate Judges. The Chief Probation Officer formulates the annual budget and manages all federally appropriated funds. As certifying officer for the Probation Office, the Chief Probation Officer authorizes all expenditures of the Probation Office and maintains appropriate fiscal controls.

Responsibilities of this position include, but are not limited to:

- Organizes the Probation Office to ensure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective supervision of probationers and parolees.
- Reviews, analyzes and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole services; and promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to ensure an appropriate level of service delivery.

- Selects and recommends candidates for appointment as probation officers to the court, and appoints all non-officer personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines that all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.
- Manages the staff of the office including all clerical, professional, supervisory and administrative personnel.
- Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment and supplies.
- Establishes and administers continuing in-service training programs to ensure high-quality service delivery through consistent staff development.
- Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision-making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service delivery.
- Maintains liaison with the chief judge and other judges; makes specific recommendations regarding court-related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative relationships with all components of the criminal justice systems to include federal, state, and local law enforcement, correctional, and social service agencies.
- Promotes and maintains conditions which encourage staff loyalty, enthusiasm, and morale.
- Develops and maintains a public relations program which explains probation, parole, and other correctional services to the community; assumes responsibility for communication to the news media.
- Monitors community events and issues with special attention on alleviating hazardous office and field incidents.
- May administer a program of pretrial services within the district.
- Occasionally, may perform the duties of probation or pretrial services officers or of supervising probation or pretrial services.
- Performs related duties as required by the court.

QUALIFICATIONS:

The successful candidate must have a bachelor's degree in a related field from an accredited college or university and possess three years of specialized experience, one of which must have been at the next lower grade level or its equivalent. The three years of specialized experience is mandatory and does not permit any substitutions.

Specialized Experience

Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs is required. Experience in police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

Substitutions

Three years of substantial management experience may be substituted for the requirement that one of the three years of specialized experience be at or equivalent to the next lower grade level. If the person does not have three years of substantial management experience, then one of the years of specialized experience must have been at or equivalent to the next lower grade level.

Substantial management experience is high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of the information technology and human resources functions, and long and short-range planning. Possible titles indicative of this experience outside the judiciary would include president or vice president in charge of several departments or offices, director or assistant director in charge of several departments or offices, head manager or owner-operator of a medium to large company. Possible titles within the judiciary would include deputy chief probation officer, deputy chief pretrial services officer, assistant deputy chief probation officer or assistant deputy chief pretrial services officer.

Preferred Qualifications

- A graduate degree in a closely related field.
- Previous management/leadership experience, education or training relevant to U. S. Probation Office operations.
- Substantial/high-level management experience in financial management, oversight of information technology and human resources functions, and experience in long and short-range planning.
- Excellent analytical and writing skills. Ability to analyze relevant information and prepare an accurate written summary of technical information in an organized, objective, clear and concise manner.

INFORMATION FOR APPLICANTS:

FBI Background Investigation. As a condition of employment, the selected candidate must successfully complete a ten-year FBI background investigation and every five years thereafter will be subject to an updated investigation similar to the initial one. The incumbent will also be subject to pre-employment and periodic random drug testing.

- This position is regular and full-time.
- Applicant must be a U. S. Citizen or eligible to work in the United States.
- Electronic Funds Transfer (EFT) for payroll deposit is required.

BENEFITS:

Employees of the U. S. District Court are not covered by the Office of Personnel Management's civil service classification system or regulations, and are considered "at will" employees.

Benefits include:

- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service.
- 13 days of paid sick leave per year (unlimited accumulation).
- A minimum of 10 paid holidays per year
- Federal Employees Retirement System
- Thrift Savings Plan
- Optional Federal Employees' Health Benefits
- Optional Federal Employees' Group Life Insurance
- Optional SHPS Flexible Spending Accounts
- Optional CNA Long-term Care Insurance
- Credit for prior federal government service

HOW TO APPLY:

Send one original and one copy each of a resume, cover letter and salary history to:

Human Resources Manager
U. S. District Court
601 West Broadway, Room 106
Louisville, KY 40202

No email or fax applications accepted.

For additional information on the United States District Court, visit our web site at www.kywd.uscourts.gov

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